What is a Specialty Track and Study Guide?

These are CAP pamphlets that only outline what your duties are and what regulations and manuals you need to read and you need what to do to become proficient in performing your duties. Because it is a pamphlet, it is <u>instructional and informative</u> in nature. Regulations and manuals on your reading list are <u>directive</u> in nature.

Posted 15 Jan 05

Where can I Find the Specialty Track and Study Guides?

Each specialty track and study guide is a CAP <u>Pamphlet</u> (CAPP). Each is listed by its number in CAPR 0-2, *Index to Regulations, Manuals, <u>Pamphlets</u>, and Visual Aids.*

The <u>pamphlet number</u> corresponds to the three-digit number before the specialty track and study guide's name.

For example, the Specialty Track and Study Guide for Personnel is listed as CAPP 200 *Personnel Civil Air Patrol Senior Member Program Specialty Track Study Guide.*

Posted 15 Jan 05

Specialty Track Time Requirements are Different

Specialty tracks vary in time needed to reach the Technician rating. <u>The month after the needed time is up, the Unit Professional Development Report will be annotated in red ink indicating the specialty, the level, and the date of completion.</u> For example, *Professional Development Technician 10/11/03.*

The Unit Commander signs the Professional Development Report and sends it to National Headquarters. They update their computer.

Specialty Tracks requiring <u>6 months</u> are

200 Personnel	210 Flight Operations
202 Finance	211 Operations
204 Professional Development	212 Standardization/Evaluation
205 Administration	223 Historian
206 Logistics	225 Moral Leadership

Specialty Tracks requiring <u>other than 6 months</u> are

201 Public Affairs requires AFIADL 02010 and 12 months
213 Emergency Services requires AFIADL 02130D and 12 months
214 Communications requires FCC tests
215 Aerospace Education Officer requires CAP 215 tests
216 Cadet Programs requires 9 months
217 Safety requires AFIADL Course 02170

Other requirements apply to

203 Inspector General   220 Health Services
218 Plans and Programs   221 Chaplain
219 Legal   222 Commander

Keeping Track of a Member's Specialty Track Entry Date

The last sentence in CAPR 50-17, para 4-6 says, "Prerequisites for attendance are completion of Level I [in para 3-2 it defines Level as "...the Orientation Course and Cadet Protection Program Training."] and enrollment in one or more specialty tracks."

In para 2-6 b 3) are specific instructions for updating the PDR. Like you, I did not find anything clear regarding how to document and track <u>entry</u> in to a specialty track. My personal contact with National on the matter has led to clarification.
First, the CAPF 45b can be used to document the entry. Since there is no specific place to write in the entry date, you may use the back of the form to do so, under Other Training Continued.

Last, the PDR can be updated by entering the name of the specialty track, NONE in place of the Technician rating, and the date the person began the specialty track.

Doing this simple procedure helps you and I know if senior members are actually being entered in to specialty tracks. No notation until after completion of the technician level keeps us in the dark. Likewise, different specialty tracks require different minimum times. Thus, in the context of several squadron meetings taking place over time, it is easily forgotten when these time requirements are meant--unless it is documented somewhere.
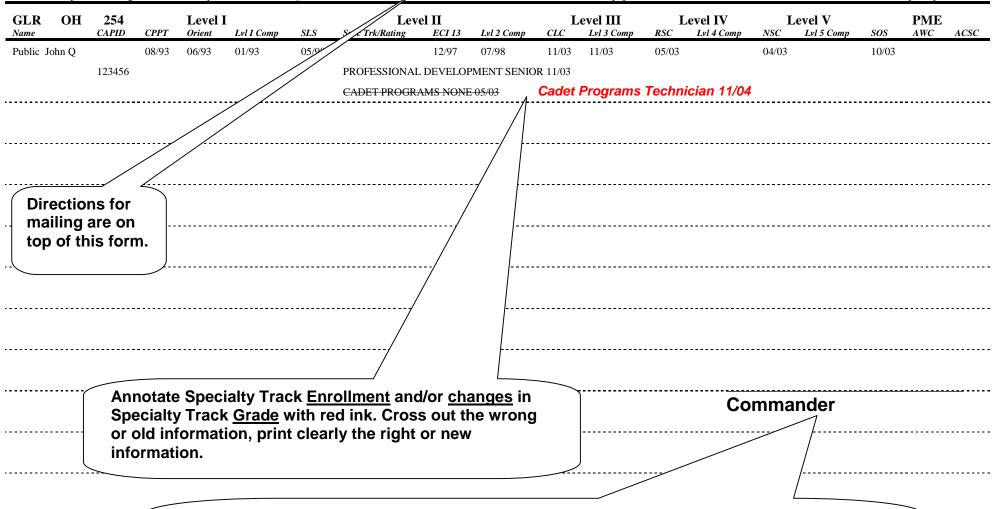
This procedure, also, helps eliminate the need for a CAPF 17 to register for classes requiring specialty track information, such as SLS. I will not need a CAPF 17. (Para 2-7 b 2) makes that optional at my discretion anyway.) Thus enrollment becomes easier.

Posted 5 April, 2004

Professional Development Report (PDR)

This PDR used to be called the STR (Senior Training Report).

GLR OH 254			Level I			Level II				Level III		Level IV		Level V			PME	
Name	*CAPID*	*CPPT*	*Orient*	*Lvl I Comp*	*SLS*	*Spec Trk/Rating*	*ECI 13*	*Lvl 2 Comp*	*CLC*	*Lvl 3 Comp*	*RSC*	*Lvl 4 Comp*	*NSC*	*Lvl 5 Comp*	*SOS*	*AWC*	*ACSC*	
Public John Q		08/93	06/93	01/93	05/9?		12/97	07/98	11/03	11/03	05/03		04/03		10/03			
	123456					PROFESSIONAL DEVELOPMENT SENIOR 11/03												
						~~CADET PROGRAMS NONE 05/03~~		*Cadet Programs Technician 11/04*										

Directions for mailing are on top of this form.

Annotate Specialty Track _Enrollment_ and/or _changes_ in Specialty Track _Grade_ with red ink. Cross out the wrong or old information, print clearly the right or new information.

Commander

Name	*CAPID*															*VC*	*ACSC*

Friday, July 18, 2003

ge 1 of 1

- **Issued every two months, Jan, Mar, May, Jul, Sep, Nov.**
- **Attach a source document for each thing you earned but does not appear on the PDR.**
- **Unit Commander must sign.**

The PDR and How We Notify National of Your Training Status

PDR, CAPWatch, and the Interactive Personnel System
Each of these is a separate way to access and read personnel and professional training information from the same database (which is not MIMS or WMU).

Your unit uses the PDR (Professional Development Report). The information on it comes from the same database as CAPWatch.

If your unit needs an up-to-date copy of the PDR before it routinely comes out again (it comes out every odd month, every other month—Jan, Mar, May, Jul, Sep, Nov) your unit may use CAPWatch Download.

You may track if and when your training information is entered in the National Computer by monitoring the Interactive Personnel System. It, too, uses the same database as CAPWatch.

Your PDR, CAPWatch DownLoad and Interactive Personnel System come from the CAP National Website, on the left column under CAP Utilities.

CAPWatch is Not Part of MIMS or WMU
WMU is an older database than MIMS, and both are mostly concerned with Operations and do about the same thing. About half the wings use WMU and the other use MIMS. MIMS is a separate computer database from CAPWatch. MIMS uses its own set of rules and typically focuses on Operations matters covered in the 60 series regulations and manuals.

CAP Professional Training focuses on CPPT, Orientation Course, SLS, CLC, UCC, RSC, NSC, and AFIADL 13, and uses CAPWatch. CAP Operations focuses on CAPF 101 cards, Observer and Scanner AFIADL courses, and other Emergency Services matters, and uses MIMS. The two databases overlap in content. Perhaps in a few years the two databases will merge, but for now Professional Development focuses on non-operations training.

How CAP Updates the PDR
Your unit commander gets two copies of the Professional Development Report, every two months, dated in January, March, May, July, September, and November. It is to be reviewed and updated and sent to National Headquarters whenever necessary. If nothing needs to be changed, the PDR need not be sent in.

Entering or completion of a member's specialty track. See CAPR 50-17, para 4-2 for details. Training information is updated by the red ink changes for each member's specialty track in the PDR.

When you <u>enter</u> a specialty track, in red ink your unit updates the PDR by writing in:
- the specialty track name
- "NONE" for the specialty track grade.
- The two-digit month and four-digit year <u>entered</u> the specialty track

When you <u>complete</u> a specialty track, in red ink your unit updates the PDR by writing in:
- the specialty track name.
- "Technician" for the specialty track grade.
- The two-digit month and four-digit year <u>completed</u> the specialty track.

Note, "Commander" is <u>not</u> considered a specialty track. Commanders must have a specialty track to progress in duty performance promotions and in the Professional Development Program.

Note, "Legal" and "Health Services" do not have study guides. The member's unit commander decides to enter the Technician, Senior, or Master grade level.

<u>Completion of CPPT, Orientation, SLS and CLC.</u> The person teaching CPPT and the Orientation course, and the Directors of the SLS, CLC (and other) courses send the CAPF 11 to National Headquarters. The complete address is on the top of the form.

<u>Completion of AFIADL 13.</u> See CAPR 50-17, Chapter 8 for more details. AFIADL sends the member a certificate and sends National the okay to update the CAPWatch computer.

The CAPF 45b
When you enter a specialty track, enter the date in the Other Training Continued section on the back of the CAPF 45b. The unit commander approves by initialing the CAPF 45b.

When you achieve proficiency in all the requirements for the technician, senior, or master rating, you and your trainer coordinate with the Professional Development Officer and the unit commander to enter the appropriate rating on both your master record, CAPF 45b and the unit's PDR. The unit commander approves by initialing the CAPF 45b.

When Should I Attach Copies to the PDR?
For Specialty Track information, a red ink change to the PDR that is signed by your unit commander is sufficient.

For all other training, if your completed training is not shown as completed (by a date in the appropriate place on the PDR), attach to the PDR source documents

to authenticate the change in your <u>training</u> status. For example, if the SLS column to the right of your name has no date, and you completed SLS, attach a copy of your SLS Completion Certificate.

Non-training status changes go to National Headquarters, Personnel, under separate cover.

How Quickly Does National Update the PDR?
National updates the material in their computer within days after receipt. Individuals can track the status of their updates by using the Interactive Personnel System.

You may also enter other, non-training personnel, information through the Interactive Personnel System, such as updates on their telephone number and address.

Posted 13 Jan 05